INSTRUCTIONS FOR FILING EEO AND APPRENTICESHIP MONTHLY UTILIZATION REPORT

The EEO Monthly and Apprenticeship Utilization Report is to be completed by the prime contractor and each subcontractor. The report is to be filed as an Excel spreadsheet, one file for every company. The prime contractor shall be responsible for collecting all reports from the subcontractors and forwarding them to the King County designated representative. Reports can be mailed as hard copies or floppy disks, or emailed as Excel file attachments. US Mail: Business Development and Contract Compliance Section, 516 Third Ave., KC Courthouse, MS. KCC-EX-0402, Seattle, WA 98104. Email to: BDCC Submittals @ metrokc.gov. Additional copies of this electronic form may be obtained from the Business Development & Contract Compliance (BDCC) website at http://www.metrokc.gov/exec/orpp/bdcc . Below is an explanation of the information to be provided. If you have questions, please contact the BDCC office at (206)205-3442.

EEO Monthly Report Section

King County Contract #   Contract Number from the cover sheet of the contract document

Contract Title	Title from the cover sheet of the contract document.
Contractor Name	Company Name of the contractor or subcontractor preparing this report.
Report Period	Ending date (MM/DD/YY) for monthly reporting period.
Project Location	Physical location of project site.
Employer ID	Federal Employer ID number.
Completed By	Person completing the form.
Telephone #:	Company contact phone number.
Initial Report	Check box if this is the first report after contractor has started work.
Final Report	Check box if this is the last report after contractor has finished work.
No Activity	Between initial and final reports, a report must be submitted each month. If no employees worked on the project during the reporting period, check box for No Activity.
Construction Trades	Consult the List of Construction Trades defined for EEO & Apprenticeship Tracking. Use the trade name that best describes the type of work performed by your employees.
Classifications	The level of accomplishment or status of the worker in the trade (Journey Worker, Apprentice, Trainee). Note: Trainee is only for those being trained under those apprenticeship programs NOT registered with SAC (State Apprenticeship Council).

Work Hours of Employment	Total number of employee **hours** worked in each classification, by race, gender & disability. Do not include owners or principals

Apprenticeship Utilization Report Section:

1. Apprentice Name	Employee name (in Firstname, Lastname format) participating in the Apprenticeship program.
2. Social Security No.	Social Security Number (###-##-####) of the Apprentice.
3. Yes or No	Using the codes identified at left, answer to describe the individual.
4. Trade	Consult the List of Construction Trades defined for EEO & Apprenticeship tracking. Use the trade name that best describes the work performed by each employee. For help, call BDCC.
4. SAC ID No.	ID number issued to the Apprentice by SAC (State Apprenticeship Council).
5. Ethnicity	Ethnic background of the Apprentice; select one from the choices at top right of box. Leave the column blank if the apprentice is not a minority.
6. Sex	Gender of the Apprentice.
7. Skill Level	Indicate the employee's current year of apprenticeship using code at top right of box.
8. Salary Rate	Hourly wage rate (regular and overtime) of the Apprentice.
9. Work Hours	Total work hours performed by the Apprentice during the reporting period, both regular and overtime.

TIPS: Set up an electronic file for Monthly Utilization Reports. Some information will remain the same each month (Contract #, Contract Title, Contractor, etc.). Each month open the previous month's document and Save As a new document in your file. Incorporate the company initials and the reporting months as part of the file name for easy identification. Fill in the appropriate information and be sure to delete last month's numbers. Be sure to report HOURS worked not number of employees in the "hours worked" columns. Remember to change the "Report Period" each month when you fill in the new data, and check the status boxes in the top right corner. It is recommended to leave the names of inactive Apprentices on the report and leave the Base Wage & Work Hours columns empty. Subcontractors then submit their documents to the prime who can identify the subs by initials and date on each document file. Prime contractor then submits forms for prime and all subs to King County via email, hard copy or disk, to addresses above.

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